

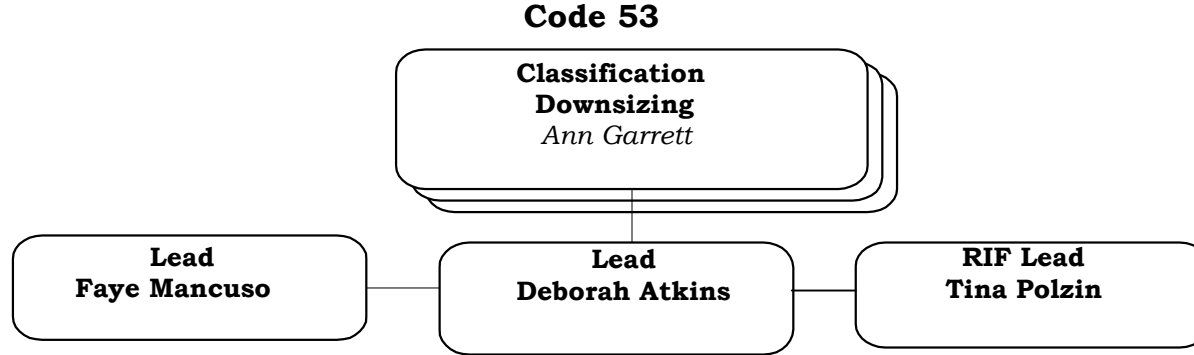
# ***CLASSIFICATION***



*HUMAN RESOURCES SERVICE CENTER (HRSC) NORTHWEST*

## **HRSC NW ORGANIZATION**

### **Restructuring Placement/MODERN**



The leads and their teams perform identical functions. Work is divided between the teams by specific customers.

#### **Classification**

- **Position Classification including: Advisory Classification, Position Description Amendments, and Pen and Ink Changes**
- **Maintain position descriptions files (active and inactive)**
- **Application of Draft Classification Standards**
- **Application and implementation of new Classification Standards**
- **Audit Positions**
- **Conduct Consistency Reviews**
- **Process Classification Appeals**
- **Maintain PD numbering logs for various activities**

#### **RIF**

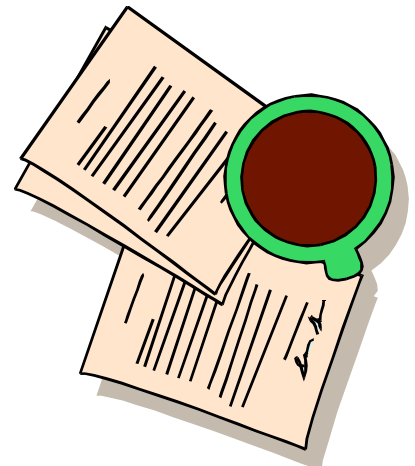
- **Maintain competitive levels for various activities**
- **Assist HRO staff in briefing employees during RIF process**
- **Conduct Employee data verification prior to conducting a RIF**
- **Conduct RIFs**
- **Prepare RIF notices and packages**
- **Conduct PPP briefs to RIF impacted employees**
- **Register RIF impacted employees in PPP**
- **Provide RIF counseling to impacted employees**

#### **Other**

- **Process Position related information changes in MDCPDS**
- **Process Realignments**
- **Conduct annual wage surveys and changes for all local activities**
- **Assist in CA and FA Studies**

## Forward your Request for Personnel Action (RPA) to the NWRR53CLASSIFICATION DCPDS INBOX

- *The HRSC-NW Classifier will:*
  - Review the RPA
  - Determine/Verify the Action
  - Review Attachments/Supporting Documentation



# **HRSC CLASSIFIER CONTACTS** **THE MANAGER . . .**

- **Within 48 Hours**
- Validates Request
- Request Missing/Additional Information
- Gives Approximate Delivery Date



## ***AFTER CLASSIFYING THE POSITION . . .***

HRSC Classifier *Contacts*

The Manager

Within 10 Days

With the results





# Customer Contact

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|     | <b>Timeline</b>        | <b>Desired Results</b>             |
|-----|------------------------|------------------------------------|
| # 1 | Within 48 hours of RPA | Collect the correct information    |
| # 2 | Within 10 days of RPA  | Complete the classification action |



# Process Improvement

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## *ELECTRONIC PD RECORDKEEPING*

*Forward your PD to be classified electronically, via e-mail, or as an attachment to your Request for Personnel Action.*

- ✓ Saves Time
- ✓ Speeds up Process
- ✓ Reduces chances of misdirected PDs

Tools to improve the process of getting a position description accepted/approved quickly, so you can fill jobs much faster.

- ✓ COREDOC
- ✓ STANDARDIZED PDs
- ✓ CHECKLIST PDs

*For additional information on any of the above contact your servicing classifier at the HRSC-NW.*



**VISIT OUR WEB SITE at [www.donhr.navy.mil](http://www.donhr.navy.mil).**  
**Click on the HR Serv Center tab then Northwest.**

